

Request for Proposals (RFP)

Provision of Technical Assistance to Support the California 21st Century Community Learning Center Program Grantees

RELEASE DATE:

May 2, 2003

LETTER OF INTENT DUE DATE:

May 16, 2003, 10:00 am

PROPOSAL DUE DATE:

May 30, 2003, 10:00 a.m.

California Department of Education
Learning Support and Partnerships Division
After School Partnerships Office
1430 N Street, Suite 6408
Sacramento, CA 95814

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Directory of Web Site Resources
Available Through the California Department of Education Web Site
<www.cde.ca.gov/afterschool/>

RFP WEB SITE RESOURCES

- Resource 1 Grant Awards for California's 21st Century Community Learning Centers Program (serving elementary and/or middle schools);
<www.cde.ca.gov/afterschool/>
- Resource 2 Grant Awards for California 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program; <www.cde.ca.gov/afterschool/>.
- Resource 3 2002 version, RFA for 21st CCLC for elementary and/or middle schools, CDE (Will be posted for purposes of this RFP only effective 5/9/03 at <www.cde.ca.gov/afterschool/>)
- Resource 4 2002 version, RFA for 21st CCLC for High School, CDE; (Will be posted for purposes of this RFP only effective 5/9/03 at <www.cde.ca.gov/afterschool/>)
- Resource 5 California AfterSchool Partnership and After School Advisory Committee resources, program support, and materials available at www.californiaafterschoolpartnership.org; Link available at <www.cde.ca.gov/afterschool/>.

To request copies of any of the resources or publications available under the "Resources" button on the California AfterSchool Partnership Web site, please contact CDE via email to hsasp@cde.ca.gov.

REQUEST FOR PROPOSALS (RFP)
TECHNICAL ASSISTANCE TO SUPPORT
21ST CENTURY COMMUNITY LEARNING CENTER GRANTEES
June 16, 2003 – June 30, 2004

I. PURPOSE

Through this Request for Proposals (RFP), the California Department of Education (CDE) is seeking proposals from eligible bidders to provide technical assistance and training support for newly awarded grantees engaged in carrying out California's 21st Century Community Learning Centers (21st CCLC) Program. The overarching goal of such support is to ensure the success and long-term sustainability of the California 21st CCLC grantees. As part of the contract for technical assistance, the contractor will also collaborate with CDE, the California AfterSchool Partnership, and the Statewide After School Advisory Committee. The Partnership is a public-private collaborative partnership between CDE, the Foundation Consortium for Children and Youth, and the Governor's Office of the Secretary for Education. The Partnership's purpose is two-fold: 1) to promote systematic, cross-cutting site-level technical assistance, training, and support; and 2) to provide a voice for local programs in the development and implementation of statewide policy. A statewide After School Advisory Committee formed by the Partnership brings together a wide range of stakeholders in after school programs to discuss the needs of the field and to offer advice to the Partnership as it carries out its mission.

The legal authority for the provision of technical assistance is based on SB 1478 (Ch. 1036/02, McPherson) and is available at www.leginfo.ca.gov.

The technical assistance contract will commence approximately June 16, 2003, and end about June 30, 2004. A maximum of \$500,000 is available for these services.

California's 21st CCLC program supports the development and expansion of community learning centers that provide before and after school programs that include academic assistance, educational enrichment, as well as family literacy support services for the adult family members of the students served by the 21st CCLC. The federal law provides *principles of effectiveness* to guide local grantees to identify and implement programs and activities that can directly enhance student learning. These activities must address the needs of the schools and communities, be continuously evaluated using performance measures, and, if appropriate, be based on scientific research. The results achieved by the 21st CCLC program grantees will be evaluated through independent evaluations conducted by each grantee and reports submitted to CDE. The review and evaluation of the contractor's performance and the technical assistance provided will be supported by the results achieved by grantees, and both structured and anecdotal feedback from grantees, members of the California AfterSchool Partnership, non-contract members of the eleven regional teams of the Statewide System of Field Support, and CDE's assessment of formal evaluative/reporting requirements.

II. BACKGROUND

Policy

The 21st Century Community Learning Centers program is defined in three key pieces of legislation:

- No Child Left Behind Act of 2001 - - Title IV Part B (P.L. 107-110);
- California Senate Bill 1478 of 2002 (McPherson);
- California Assembly Bill 1984 of 2002 (Steinberg)

The No Child Left Behind Act of 2001 effectively transferred administration of the previously federally administered 21st Century Community Learning Centers program to the states beginning FY 02/03. California Senate Bill 1478 added Article 22.6 to Chapter 2 of Part 6 of the Education Code, which articulates the Legislature's intent to structure the 21st CCLC program so as to complement the existing state-funded program known as the Before and After School Learning and Safe Neighborhoods Partnerships Program (and renamed the After School Education and Safety Program with the November 2002 passage of Proposition 49).

In addition to the two statutes above, California Assembly Bill 1984 (Ch. 1036/02) added Article 19 to Chapter 2 of Part 6 of the Education Code, which further defines after school programs for high school students by establishing the 21st Century High School After School Safety and Enrichment for Teens program.

The California AfterSchool Partnership

California's after school programs (which now include the California 21st Century Community Learning Center program grantees) are benefited by the presence of a unique public-private partnership known as the California AfterSchool Partnership (see www.californiaafterschoolpartnership.org). The Partnership was formed in 1998 and is comprised of the California Department of Education, the Governor's Office of the Secretary for Education, and the Foundation Consortium for California's Children and Youth. The focus of the Partnership is to build capacity in each of California's eleven geographic regions to ensure the success of after school programs. Specifically, the Partnership is engaged in constructing a statewide, regionally based infrastructure that ensures that local communities have the knowledge and resources necessary for them to design, implement, and sustain quality after school programs. The Partnership is supported and advised by the CDE AfterSchool Statewide Advisory Committee, which includes broad-based representation of key after school stakeholders. For example, the AfterSchool Statewide Advisory Committee includes State health, education, and finance agencies; after school program providers; teachers, parents, and students; school principals; the business community; community-based organizations; and faith-based organizations.

The Partnership's strategic efforts have focused on making certain that: 1) children and young people have access to safe, positive learning environments during the after school hours, 2) programs have immediate and ongoing access to training, mentorship, coaching and resources, and 3) communities create authentic collaborations to support program quality and long-term financial viability. A recent University of California, Irvine evaluation confirmed that programs are increasingly aligned with the regular school day and embedded with youth development

practices, resulting in measurably improved student academic achievement and social behavior. According to the *Afterschool Learning and Safe Neighborhoods Partnerships Programs Evaluation Report*, published by the University of California, Irvine in 2002, grade retention is down and attendance during the school day is up - - saving taxpayers millions of dollars. Further, new collaborations have been formed, neighborhoods are reconnecting with schools and strategies for securing balanced and diversified investments are being implemented.

The Partnership's regionally based infrastructure is known as the *Statewide System of Field Support* (SSFS), which provides technical assistance and support for state-funded before and after school programs in each of the superintendent's eleven geographic regions statewide. Regional teams comprised of CDE Education Program Consultants (a total of five across the state) Afterschool Regional Leads, and Partnership Mentors provide local support. The CDE staff provide administrative and fiscal policy support to after school program grantees; guidance to grantees and local education agencies in the interpretation and administration of the legal requirements and guidelines of grants; and support in understanding applicable law, policy, infrastructure, state standards and assessment and accountability systems.

The Afterschool Regional Leads spearhead a system of support administered by local county offices of education through which local programs are networked with one another, with prospective Regional Learning Centers, and with others to provide continuous learning opportunities. (Note: A Regional Learning Center is one of 15 outstanding after school programs that serve as regional "learning hubs" for other programs, based on exemplary performance of one or more of the research-based "Promising Practices" characteristic of quality after school programs.) The Regional Leads are expected to be knowledgeable about programs and sites within their geographic areas and to develop annual work plans that are aligned with the Partnership's goals and guidelines. They identify and connect existing and new resources with after school programs, and facilitate processes to ensure that governmental, educational and community organizations effectively support after school initiatives (e.g., superintendents of schools, city and county government, community-based organizations, the business community, community foundations, colleges and universities).

The Partnership's Mentor team works closely with the Regional Leads and CDE Consultants to build regional capacity to support partnerships, programs and sites; provides direct support to after school programs and sites; strengthens stakeholder and community buy-in; facilitates local public/private partnership development; develops and delivers user-friendly resources and workshops for program staff; and offers support to school district superintendents and principals, mayors and city councils, county superintendents, and universities and community colleges.

III. SCOPE OF THE PROJECT

The scope of this contract is to coordinate with, enhance, and expand the capacity of the existing Statewide System of Field Support to provide broad-based, results-oriented technical assistance, direct field support, training, coaching, mentorship, and professional development for prospective and newly awarded, federally-funded 21st Century Community Learning Center (21st CCLC) grantees of the CDE. The number of before and after school programs in the state is significantly expanded by the addition of the first cohort of California 21st CCLC grantees. This RFP represents a significant opportunity to undertake a highly visible, leadership role working

with both public and private stakeholders, as well as school/community collaborations engaged in building and implementing a statewide infrastructure that can successfully support technical assistance to after school programs and sites throughout California.

The California 21st CCLC grants are offered to assist communities in establishing locally driven community learning centers that provide after school or before and after school programs to assist students who attend schools in need of improvement in grades K-12. Defined in statute, such programs are expected to provide academic assistance and educational enrichment activities for youth as well as family literacy opportunities for their adult family members. Interested applicants are referred to Appendices 4 and 5 and to the CDE Web site at www.cde.ca.gov/afterschool/ for copies of the two California 21st CCLC RFAs, which include the specific requirements that define the 21st Century Community Learning Center program.

This section of the RFP outlines the scope of work to be accomplished under the proposed contract with CDE.

A. Goals for the Provision of Technical Assistance to Support the 21st CCLC Program

The proposal must include a comprehensive plan for accomplishing the following:

- 1) Build and expand the capacity of the Statewide System of Field Support to serve before and after school programs by providing mentorship, coaching, workshop and technical assistance services to new 21st CCLC programs and sites, strengthening the quality of before and after school programs in the eleven geographic regions statewide;
- 2) Strengthen capability for sustaining programs beyond grant funding;
- 3) Reach out to potential grant applicants to support their efforts to apply for funding;
- 4) Further develop the capacity of the Statewide System of Field Support to serve after school programs and sites by creating a synergy among the branches of the System;
- 5) Further develop and expand the Regional Learning Centers (RLC) Initiative to support after school programs and sites, work with current regional teams to identify new RLCs that have reached exemplary level; and identify new RLCs and support their advancement toward functioning at an exemplary level;
- 6) Provide leadership for the RLC Learning Community training comprised of facilitating the planning team known as the “Meta Team,” and planning and conducting seminars, site visits, observations, written materials, program examples, information sharing and dialogue designed to provide a forum for developing/enhancing the Regional Learning Centers; (Note: A Learning Community is defined as a process through which the bidder is expected to work with leadership teams – from the Regional Learning Centers, in this case -- in the design of periodic (quarterly) meetings. These joint meetings are designed to support this group as a learning community dedicated to the investigation of relevant, research-based practices and resources of value to the effective implementation of extended day learning opportunities of benefit to youth.)

- 7) Provide support for establishing a Learning Community for training and professional development of Regional Leads;
- 8) Build support for before and after school programs through targeted, peer-to-peer education and informational strategies with principals and superintendents;
- 9) Coordination and seamless integration with the provision of technical assistance to support the state-funded After School Education and Safety program;
- 10) Demonstrate improved communications and working relationships among the Regional Leads, CDE Consultants and Partnership Mentors at all levels through biannual survey results;
- 11) The formulation of significantly increased and strengthened community partnerships that support after school programs in each of the eleven geographic regions;
- 12) Development and presentation of a strategy for statewide sustainability of the 21st Century Community Learning Center program grantees beyond the initial five-year grant funding to include strategy and plan for “seeding” fundraising efforts in each of the eleven Superintendent Regions of California;
- 13) Development and presentation of a fundraising strategy and plan to supplement financial support for the provision of statewide technical assistance;
- 14) Strengthen the capacity of 21st CCLC program grantees to support and facilitate equity and access issues for students with special needs trying to access before and after school programs.

B. Benchmarks

The proposal must include plans for satisfying the following benchmarks in addition to the goals identified above. The bidder is expected to plan, conduct, or arrange for facilitation of each of the following items. The bidder’s responsibility for the associated costs is specified for each event/series of events.

- A minimum of three (3) two-day sessions of the Statewide System of Field Support for the purposes of training, professional development and regional collaboration for each regional team consisting of Regional Leads, Partnership mentors, and CDE Consultants. This group includes approximately 40 people, with all sessions occurring in Sacramento. The bidder is expected to pay travel, lodging, and meal expenses for himself/herself, and/or for other members of the bidder’s staff and/or other facilitators/presenters the bidder assigns this responsibility.
- Quarterly ‘Learning Community’ sessions to advance the development of the Regional Learning Centers initiative. This group includes 60 people who must travel from various locations throughout California for a two-day period. Sessions will be scheduled in various locations across the state, e.g., Sacramento, San Diego, Los Angeles, and San Francisco. Bidder will be expected to pay expenses for hosting the sessions, travel, lodging, and meals

for all participants, and for himself/herself, and for any other staff or facilitators/presenters assigned by the bidder.

- A quarterly, one-day 'Learning Community' session to advance the professional development and training of Regional Leads. This Learning Community session will be planned on a consecutive day immediately following or prior to each of the Regional Learning Center sessions described above. This group includes eleven Regional Leads and one AfterSchool Partnership liaison to the Regional Leads. Bidder is expected to pay for the meeting room and expenses, and for meals for all participants. In addition, bidder is expected to pay for travel, lodging, and meal expenses for himself/herself and/or any other staff or facilitators/presenters assigned this responsibility by the bidder.
- Development and implementation of a strategy to contact/reach (for the purposes of needs assessment and for provision of information, resources, and other technical assistance) each 21st Century Community Learning Centers Program grantee providing programs in elementary and middle schools. Contact is expected to occur on a biannual basis (at a minimum). List of 21st CCLC grantees is available at www.cde.ca.gov/afterschool/. Bidder will be expected to pay all expenses related to this benchmark.

IV. GENERAL PROPOSAL INFORMATION

A. Eligible Bidders

Public or private corporations, agencies, organizations or associations may submit proposals in response to this RFP. The applicant must be legally constituted and qualified to do business within the State of California. With the exception of applicants whose legal status precludes incorporation (i.e., public agencies, sole proprietorships, partnerships), applicants who are not fully incorporated by the deadline for submitting proposals will be disqualified.

B. Contract Funding and Time Period

A maximum of \$500,000 is available for this project. It is anticipated that this contract will begin approximately **June 16, 2003**, and will be completed June 30, 2004. The actual starting date of the contract is contingent upon approval of the agreement by the Department of General Services.

C. Letter of Intent to Apply

Proposals will only be accepted for which a Letter of Intent to Apply has been received. The Letter of Intent to Apply must be received by 10 a.m. on **May 16, 2003**. The signed Letter of intent to Apply may be mailed, hand-delivered, or faxed (916) 319-0221) to:

**California Department of Education
After School Partnerships Office
ATTN: Jane Ross, Consultant
1430 N Street, Suite 6408
Sacramento, CA 95814
Or FAX (916) 319-0221**

D. No Bidders' Conference

In lieu of a bidders' conference, CDE will accept questions that are received by the After School Partnerships Office (via mail, email, or FAX) by 10 a.m. on **May 16, 2003**. The question(s) must be submitted in writing with the formal name and address of the company/organization used on the Letter of Intent to Apply, as well as the section and page number(s) pertaining to questions submitted. By **May 27, 2003**, CDE will make available responses to all bidders who submitted a Letter of Intent by the prescribed time. Use the appropriate letterhead of the bidding company/organization for inquiries about the RFP; include your email address and fax number. Questions must be directed to Jane Ross, Consultant, at the above address (or email: Jaross@cde.ca.gov).

E. Time Schedule

Critical dates for the Request for Proposal follow:

May 2, 2003	RFP is released by CDE, and advertised in California State Contracts Register
May 16, 2003	Letter of Intent to Apply/Bid must be received by 10 a.m.
May 16, 2003	All questions must be received by CDE by 10 a.m.
May 27, 2003	Responses to questions provided to bidders
May 30, 2003	Proposals due to CDE After School Partnerships Office by 10:00 a.m.
June 2-3, 2003	Review and rating of technical proposals
June 4, 2003	Public opening of cost/price proposals at 10:00 a.m.
June 5 -11, 2003	Five-day posting period
June 11, 2003	Notification of the successful bidder at 5:00 p.m.
June 16, 2003	Proposed contract start date

V. PROPOSAL SPECIFICATIONS

A. General Requirements

All proposals must comply with the format and content requirements detailed in this section. All proposals must be clearly labeled on the outside of the envelope with the proposal title:

**Request for Proposal
Technical Assistance To Support
21st Century Community Learning Centers Grantees**

Each bidder must submit to the CDE a proposal that provides proof of its experience, its qualifications to conduct the required activities, its approach to completing those tasks, and (separately) the estimated costs for doing so. One signed original and ten copies of the technical and cost proposal (sealed) may be hand-delivered or mailed to the address below and must be received no later than **10 a.m., May 30, 2003.**

**After School Partnerships Office
California Department of Education
1430 N Street, Suite 6408
Sacramento, California 95814
ATTN: Pat Rainey, Administrator**

The bidder is responsible for ensuring that the proposal is received in the After School Partnerships Office (Suite 6408) by the date and time specified. Proposals not received at the location above by the date and time specified above will not be accepted and will be returned to the sender marked "LATE RESPONSE."

Submittal of a proposal constitutes a release of information and waiver of the individual's right of privacy with regard to information provided in response to the RFP. Ideas and formats presented in any proposal will become the property of the CDE.

Do not include the "budget" or any financial or price information with the technical proposal sections.

B. Disabled Veteran Business Enterprise Participation Goal

Public Contract Code Section 10115 requires that State contracts have a participation goal of three percent for disabled veteran business enterprises (DVBE) as defined in Military and Veterans Code Section 999 (see Attachment 3A). In addition, Public Contract Code Section 10115.2 requires that contracts be awarded "to the lowest responsible bidder meeting or making good faith efforts to meet these goals."

The DVBE is part of the Technical Proposal; therefore, do NOT include any dollar figures in the related attachments. Any reference to price, costs, or other financial information must be redacted before submitting the Technical Proposal. Attachment 3B Summary of DVBE Participation, must not include dollar figures—the fourth column is labeled "% of Total Bid."

In order to be responsive to this RFP, the bidder must comply with either (1) or (2) below and so indicate on Attachment 3, Compliance with DVBE Participation Goals. Bidders should base the DVBE percentage on the net cost they are proposing. No dollar amounts shall be included on Attachment 3B. IF ANY DOLLAR AMOUNTS APPEAR ON ATTACHMENT 3B OR IN ANY

MATERIALS SUBMITTED FOR DVBE REQUIREMENTS OR IN ANY OTHER PART OF THE TECHNICAL PROPOSAL, THE PROPOSAL WILL BE DISQUALIFIED.

1. "Meeting the goal":

- Commit to using DVBEs for not less than 3 percent of the contract amount; or
- The bidder is a DVBE and will use its own resources for not less than 3 percent of the contract amount.

Compliance with "meeting the goal" shall be certified by completing the Summary of Participation sheet (*Attachment 3B*). In each selected DVBE, the proposal must include a copy of the certification letter from the Office of Small Business and Disabled Veteran Business Enterprise Certification (OSDC) and a letter of commitment from the DVBE (all dollar amounts must be redacted).

Attachment 3B shall include the name and the location of the place of business of each subcontractor certified as a DVBE who will perform work or labor or render service in connection with the performance of the contract and who will be used to fulfill DVBE participation goals. The bidder shall list only one subcontractor for each portion of work identified by the bidder.

2. "Making a good faith effort" to meet the goals by doing **all** of the following:

- Contact the CDE Contracts Office at (916) 322-3050 for assistance in identifying potential DVBEs that could provide goods/services applicable to this contract; and
- Contact other state and federal government agencies and local DVBE organizations to identify potential DVBEs which could provide goods/services applicable to this contract (see Attachment 3C); and
- Advertise in trade papers and papers focusing on DVBEs at least fourteen (14) calendar days prior to the due date for the proposal;

Note: CDE is waiving the Trade and Focus Papers advertisement requirement of the "Good Faith Effort" process.

- Send solicitations to DVBEs potentially qualified to provide goods/services under this contract with sufficient lead time to allow full consideration of responses; and
- Fully consider responses from DVBEs for participation in this contract.

Compliance with "good faith effort" shall be documented by completion of Attachment 3C indicating dates/times/contact names for agencies contacted; names of papers used and date(s) of advertising and a copy of the advertisement; names of potential DVBEs solicited and date(s) of solicitation; and names of those considered for participation and, if applicable, the reasons for non-selection or a copy of the certification from OSDC and a letter of commitment (all dollar amounts redacted) from any DVBE selected.

Final determination of either "goal attainment" or "good faith effort" by the bidder shall be at the sole discretion of the CDE.

C. Technical Proposal Sections

The technical proposal must be presented in a narrative form demonstrating ability to meet all qualifications, requirements and standards specified in this RFP. The proposal must contain the following sections:

- Cover Letter;
- Table of Contents;
- General Approach;
- Work Plan;
- Internal Communications Strategy;
- Management and Staffing;
- Related Experience;
- Examples of Previous Work;
- References; and
- Completed documents: Nondiscrimination Compliance Statement, Small Business Preference Sheet, Compliance with Disabled Veteran Business Enterprise Goals, State Drug-Free Workplace Certification, and Certificate Regarding Lobbying, Debarment, Suspension and Other Responsibility matters.

Proposals are limited to 30 double-spaced pages with one-inch margins and in no smaller than 12-point font. The 30-page limit includes the General Approach, Work Plan, Internal Communications Strategy, Management and Staffing Plan (excluding resumes), and Related Experience. This 30-page limit excludes the required attachments, examples of previous work, resumes, and references. Each page of the proposal must be numbered consecutively at the bottom of the page. Each of the 10 sets of the proposal (including required attachments, examples of previous work, resumes, and references) must be stapled in the upper left-hand corner.

Do not attach pamphlets, letters of support (except from any proposed subcontractors) or other items that are not specifically requested in this section.

- The Cover Letter must be signed by the individual qualified to make the offer to perform the work described. In the case of organizations, individuals signing this letter must indicate position title, certifying authority to make the offer on behalf of the organization.

The Cover Letter shall include a statement that the bidder understands and will comply with the RFP provision that all materials and documents developed are CDE property, and that the bidder will secure written permission from CDE to use any of these materials during or subsequent to the contract period for purposes other than contract completion (statement is to be an attachment to the proposal).

- Table of Contents must identify major points of discussion by page.

- The General Approach must provide an overview of the approach to be taken in providing the services described in the Scope of the Project section of this RFP.
- The Work Plan must describe in detail the tasks and activities to be undertaken in order to accomplish the purpose of the project and produce the required final products. Any anticipated theoretical or practical problems associated with the completion of each task should be discussed, and solutions, alternatives or contingency plans related to these problems should be proposed as appropriate. In addition, the work plan must address all of the required elements specified below.

1. Narrative Schedule

The comprehensive work plan must include a detailed narrative schedule that outlines, both by task and chronologically for the entire contract period, each activity to be performed under this contract. The narrative schedule must describe all of the activities that will be conducted to accomplish the goals and benchmarks required, and should identify the relationships between proposed activities and the goals or benchmarks they support. In addition, the narrative schedule must identify the bidder's proposed staff or contract staff responsible for each component of the work plan and the estimated number of hours required for completion.

2. Deliverables

The comprehensive work plan must identify specific work products and deliverables as well as the intended audience(s) for each deliverable. Revision of work plan deliverables may require a formal contract amendment.

3. Timeframe

The work plan must specify the proposed task initiation and completion dates as well as levels of effort (i.e., hours) by task for proposed personnel for accomplishment of each goal and benchmark. In addition, the timeframe for all deliverables must also be identified.

4. Collaborative roles and responsibilities

The work plan must identify the roles and responsibilities associated with any of the following organizations or entities if you are proposing an interactive role: The California Department of Education, the Foundation Consortium for California's Children and Youth, the Governor's Office of the Secretary for Education, the California AfterSchool Partnership, and the After School Advisory Committee. The work plan must also include a description of how the bidder will engage and involve these organizations in the expansion and ongoing implementation of the Statewide System of Field Support that will provide direct technical assistance and training to the 21st Century Community Learning Center grantees. Further, the work plan must also include a discussion of how the bidder will integrate this work with the ongoing provision of technical assistance that supports the state-funded After School Education and Safety Program.

5. Proposed evaluative criteria

For each goal and benchmark proposed in the work plan, the bidder must suggest meaningful, measurable criteria and recommendations for reporting methods and frequency to assist CDE in the periodic assessment of progress.

- The Internal Communications Strategy must describe a strategy and detailed plan to facilitate communications and collaboration among the key stakeholders, which include the CDE, the California AfterSchool Partnership, the After School Advisory Committee, regional leads, and CDE education program consultants. The internal communications strategy must assure that all key stakeholders have a voice in the technical assistance process, apprise all stakeholders of progress in a timely fashion, strengthen interactive relations among stakeholders, and periodically assess effectiveness of communications in order to ensure ongoing improvement.
- The Management and Staffing section must present a plan for the internal management of contract work that will ensure accomplishment of the tasks. The proposal must include in this section:
 - A description of the educational preparation, experience, and professional expertise of the project manager assigned to this project, the principals of your organization, and the key staff who will be responsible for providing training, professional development, coaching, and mentorship to 21st CCLC before and after school program personnel;
 - A staff organizational plan/chart that identifies by name staff to be assigned to the project, and showing the project's relationship to the organization's structure;
 - The amount of time devoted to each task;
 - Lines of responsibility and approval authority;
 - The name of the person to act as project director and who has at least three years of recent experience in managing similar projects of comparable scope and size;
 - A clear description of the relationship of each position to the work plan and the amount of time each individual will spend on the project;
 - Identification of the individuals proposed to fill professional positions and accompanying resumes that are sufficiently detailed to allow an evaluation of the person's competency and expertise.
 - If a subcontractor will be used, this section must include letters of commitment from the subcontractor(s), accompanying resumes detailing the pertinent experience, and documentation of ability to fulfill the score of work.
- The Related Experience section must describe the experience of the bidder in providing services required, including discussion of previous related work. This section must address how the bidder satisfies each of the requirements identified below under Minimum Qualifications, Education and After School Programming, and Collaborative Efforts.

Minimum Qualifications

1. The bidder must show clear evidence of:
 - a) A minimum of three years of recent experience in the development and management of projects similar in subject, scope, and size to that described in this RFP (one year of which must be within the last three years).
 - b) A minimum of three years of recent organizational experience in successful fundraising efforts. (“Successful fundraising efforts” is defined here as having raised \$1,000,000 minimum over a period of three consecutive years.)
 - c) A minimum of three years of recent organizational experience building and maintaining community collaborative efforts.
 - d) Minimum of three years of experience in leading and directing after school programs for children and youth K-12;
 - e) Knowledge of and familiarity with the California public school system.
2. The project manager assigned to this project must demonstrate a minimum of three years of recent experience in managing similar projects of comparable size and scope.

Education and After School Programming

- Demonstrate that your organization and staff have experience or the promise of success in designing and providing technical assistance and support for K-12 educational/instructional programs designed to provide assistance and support to students in core academic subjects.
- Demonstrate that your organization and staff have experience or the promise of success in designing and providing educational enrichment to complement the core academic subjects for K-12 students.
- Demonstrate that your organization and staff have experience or the promise of success in coordinating and providing supportive family literacy services.
- Describe your organization’s experience in developing the infrastructure responsible for planning and coordinating training and technical assistance on a statewide basis.

Collaborative Efforts

- Describe your organization’s experience and expertise in developing, participating in, and maintaining collaborative partnerships involving schools, community organizations, public and private entities.
 - Describe the experience and capacity of your organization relative to supporting the cultural and ethnic diversity characteristic of the public school system in California.
-
- The Examples of Previous Work section must include at least five (5) samples of work related to organizing and conducting training and technical support for before and after school programs. A bidder must provide three copies of such products with the technical proposal package.
 - The References section must include at least five (5) client references relevant to the scope and complexity of the services required by this RFP. These references must include a

description of the services performed, the date of these services, and the name, address and telephone number of the client reference.

- The Nondiscrimination Compliance Statement (STD. 19) must be signed and dated with an original signature with each copy of the proposal (attached to this RFP as Attachment 1).
- The Small Business Preference Sheet must be completed (Attachments 2). If the preference is being claimed, a copy of the certification letter from OSDC must be included.
- The Disabled Veterans business Enterprise (DVBE) Goals (see RFP) in accordance with instructions in Attachment 3C (Attachment 3, Attachment 3B, OSDC certification letter and letter of commitment for each selected DVBE; and /or “good faith effort” documented in Attachment 3C as well.)
- The State Drug-Free Workplace Certification (Attachment 4) Certification Regarding Provision of a Drug-Free Workplace must be signed as a condition of receipt of the contract.
- The Certificate Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters: and Drug-Free Workplace Requirements (Attachment 7) must be signed and submitted.

C. Cost/Price Proposal – Submit Competitive Bid Separately

The Cost/Price Proposal must be placed in a separate sealed envelope, and clearly marked as indicated below. The Cost/Price Proposal must contain, at a minimum, the following information:

- Labor cost detail, including hourly or billing rates for all personnel and the total number of hours projected for this project;
- Operating expense detail for line items of \$500 or more including travel, MIS software, and the bidder’s indirect costs for the proposed activities. (Please note that this contract does not allow for the purchase of equipment.)
- Travel expenses computed and reimbursed per state travel rates (see Attachment 5)
- Identification of costs by task and the total for the entire project;
- Detailed costs for each of the meetings and strategies described earlier under Section III.B. Benchmarks to be shown separately and to be included in overall competitive bid cost, as well. These include the Statewide System of Field Support sessions, the “Learning Community” sessions designed to advance the development of the Regional Learning Centers initiative, the “Learning Community” sessions designed to advance the professional development of the Regional Leads, and the contact/reach strategy. See Section III.B. Benchmarks for detailed assumptions on which to base costs.

- Any subcontractor expenses should be displayed in the same manner, described above.

Do not include the “budget” or any related financial information with the technical proposal.

In addition to the title of the proposal as specified above, the outside of the sealed envelope containing the cost/price bid information must read:

Competitive Bid for Technical Assistance for the 21st Century Community Learning Centers Program

Do not open before June 4, 2003 at 10:00 a.m.

After School Partnerships Office,
California Department of Education
1430 N Street, Suite 6408
Sacramento, CA 95814

VI. MONITORING

The CDE, in cooperation with the California AfterSchool Partnership, will take steps to ensure that work is progressing appropriately and that the terms of the contract resulting from this RFP are being met. The following meetings, records, and reports will be required of the contractor.

- Quarterly Progress Reports - - The contractor will provide quarterly progress reports relative to achieving goals of the RFA in each of the eleven regions as well as any additional accomplishments or milestones toward overarching statewide, program goals. Progress reports should detail the current status, progress made, next steps and responsible parties, resources needed, and timelines.
- Quarterly Budget Reports - - The contractor will provide reports at quarterly intervals accounting in arrears for expenditure of all funding associated with this project and detailing variances against budget. The contractor will include a budget narrative requesting CDE prior approval of any proposed line item variances of ten percent or more as well as proposed budget revisions.
- Biannual Presentation/Meeting with Partners - - The contractor will meet with the governing body of the California AfterSchool Partnership mid-way through the contract period to present a six-month progress report and discuss projections and plans for the following six-month period. The contractor will meet with the governing partners again at the close of the contract period to review the support provided to grantees during the previous year and to provide insights and recommendations relative to the formulation of plans for regional support going forward.
- Mid-year and Year-end Reports to the California AfterSchool Advisory Committee - - The contractor will provide the AfterSchool Advisory Committee with written reports and presentations at six-month intervals. These reports and presentations will summarize the status, progress, issues and next steps associated with establishing regional technical assistance and training for California 21st Century Community Learning Center grantees statewide.

VII. CONTRACT TERMS AND REQUIREMENTS

A. Compensation

Payments will be made in arrears on a quarterly basis upon receipt of an itemized invoice and the progress report described above under VI. Monitoring. The State shall retain from each payment an amount equal to ten percent of the payment. Release of the ten percent of the contract is contingent upon the contractor's satisfactory completion of and acceptance by CDE of the final work required of the contract. Final payment for the contract will not be made until CDE accepts and approves the contracted work as satisfactorily completed and the state contract monitor completes a Std. 4 document to this effect.

All travel costs shall be reimbursed at rates not to exceed those established for CDE's nonrepresented employees, computed in accordance with and allowable pursuant to applicable Department of Personnel Administration regulations (Attachment 5).

Surplus funds from a given line item of the budget, up to ten percent of that line item, may be used to defray allowable direct costs under other budget line items with prior written CDE approval. Any budget line item change of more than ten percent requires a contract amendment and approval by the State Department of General Services if required by State law or policy. Changes cannot be made which increase the rates of reimbursement.

B. Staff Replacements

The contractor will be required to obtain prior approval from the CDE contract monitor before changing professional project personnel.

C. Ownership of Materials

All materials developed under the terms of this agreement will become the property of the CDE. The CDE reserves the exclusive right to copyright such material and to publish, disseminate and otherwise use materials developed under the terms of this agreement.

D Retention of Records

The contractor shall maintain accounting records and other evidence pertaining to costs incurred, with the provision that they shall be kept available by the contractor during the contract period and thereafter for three full years from the date of the final payment. The CDE must be permitted to audit, review, and inspect the contractor's activities, books, documents, papers and records during progress of the work and for three years following final payment.

E. Ownership of Equipment

Purchase of equipment is not permitted under this contract.

F. National Labor Relations Board Certification

By signing the contract, the contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the contractor within the immediately preceding two year period because of the contractor's failure to comply with an order of a Federal court which orders the contractor to comply with an order of the National Labor Relations Board.

G. Anti-trust Claims (Government Code Sections 4552-4554)

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 USC Section 15) or under the Cartwright Act (Chapter 2) commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code, arising from purchases of goods, materials or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action.

H. Recycled Paper Certification (Public contract Code Sections 10308.5/10354)

By signing the contract, the contractor agrees to certify in writing to the CDE, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post-consumer material and secondary material as defined in Public Contract code Sections 12161 and 12200, in materials, goods or supplies offered or products used in the performance of the contract, regardless of whether the product meets the required recycled product percentages defined in Sections 12161 and 12200. The contractor may certify that the product contains zero recycled content.

I. Air or Water Pollution Violations (Government Code Section 4477)

By signing the contract, the contractor swears under penalty of perjury that the contractor is not: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources board or an air pollution control District; (2) subject to a cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste

discharge requirements or discharge prohibition; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. This provision does not apply to public agencies.

J. Child Support Compliance Certification (Public Contract code Section 7110)

By signing the contract, the contractor acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

K. Computer Software Copyright Compliance

By signing the contract, the contractor certifies that it has appropriate system and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

L. Union Organizing and Activities

By signing the contract, the contractor acknowledges the applicability to the contract of Government code Section 16645 through Section 16649. Contractor will not assist, promote or deter union organizing by employees performing work on a state service contracting, including a public works contract. No state funds received under this agreement will be used to assist, promote or deter union organizing. Contractor will not, for any business conducted under this agreement, use any state property to hold meetings with employees or supervisors if the purpose of such meetings is to assist, promote or deter union organizing, unless the state property is equally available to the general public for holding meetings. If the contractor incurs costs or makes expenditures to assist, promote or deter union organizing, the contractor will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs. The contractor shall provide these records to the Attorney General upon request.

By signing the contract, the contractor certifies that no request for reimbursement or payment under this agreement will seek reimbursement for costs incurred to assist, promote or deter union organizing.

M. Contract Requirements Related to DVBE Participation Goals

Substitution

If awarded the contract, the successful bidder must use the DVBE subcontractors and/or supplier(s) in its proposal unless the contractor requested substitution via prior written notice to the CDE and the CDE approved the substitution in writing. The CDE may consent to the substitution of another person as a subcontractor in any of the following situations:

1. When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract, when that written contract based upon the general terms, conditions, plans and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the prime contractor.
2. When the listed subcontractor becomes bankrupt or insolvent or goes out of business.
3. When the listed subcontractor fails or refuses to perform the subcontract.
4. When the listed subcontractor fails or refuses to meet the bond requirements of the prime contractor.
5. When the prime contractor demonstrates to the CDE that the name of the subcontractor was listed as a result of an inadvertent clerical error.
6. When the listed subcontractor is not licensed pursuant to the Contractor's License Law, if applicable, or any applicable licensing requirement of any regulatory agency of the State of California.
7. When the CDE determines that the work performed by the listed subcontractor is substantially unsatisfactory and not in substantial accordance with the plans and specifications, or that the subcontractor is substantially delaying or disrupting the progress of the work.

The request and the State's approval or disapproval is NOT to be construed as an excuse for noncompliance with any other provision of law, including but not limited to the Subletting and Subcontracting Fair Practices Act or any other contract requirements relating to substitution of subcontractors. Failure to adhere to at least the DVBE participation proposed by the successful bidder may be cause for contract termination and recovery of damages under the rights and remedies due the State under the default section of the contract.

Reporting

The contractor must agree to provide reports of actual participation by DVBEs (by dollar amount and category) as may be required by the CDE to document compliance.

Compliance Audit

The contractor must agree that the State or its designee will have the right to review, obtain, and copy all records pertaining to performance of the contract. The contractor must agree to provide the State or its designee with any relevant information requested and shall permit the State or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. The contractor must further agree to maintain such records for a period of five years after final payment under the contract.

VIII. EVALUATION PROCESS

Each proposal will be evaluated to determine responsiveness to the requirements and standards as described in this RFP. The CDE reserves the right to reject any or all proposals. Nothing

herein requires the awarding of a contract in response to this RFP. The selection process complies with the requirements for competitive bidding in the State Public Contract Code section 10344(b) requiring prospective bidders to submit their technical proposals and cost proposals in separate sealed envelopes.

Following the time and date for receipt of proposals, each technical proposal will be opened and evaluated using a two-step process.

Step I consists of three parts. Step I, Part 1 addresses the proposal's adherence to format and content requirements. Step I, Part 2 addresses the minimum qualifications of the bidder, the proposed management team, and standards. Proposals will be evaluated on a yes/no basis for all criteria in the first two parts of Step I. Receipt of a "no" in either part will result in elimination of the proposal from further consideration.

Step I, Part 3, performance evaluation, will yield numeric score ratings. A review panel will rate proposals on criteria described in the performance section. Any proposal receiving a rating of less than 90 out of 100 possible points will be rejected.

Step II of the process is the public opening of the envelope containing the cost/price information. Only those proposals passing the first step of the process will have their envelopes opened and read. The public opening of the cost/price proposals for those passing all three parts of the first step (Step I) will be held:

June 4, 2003 at 10:00 a.m.

After School Partnerships Office, CDE
1430 N Street, Suite 6408
Sacramento, CA 95814

The Small Business Preference will be computed if required documentation is included in the proposal and adjustments to bid prices will be made accordingly. The contract will be awarded to the lowest responsible bidder meeting the specifications as described above.

A notice of the proposed contractor to receive the award will be posted for five working days, **June 5 - 11, 2003**, at the CDE Personnel Office, 1430 N Street, First Floor. After the five-day notice has been completed, the proposed awardee will be formally notified by mail. During the same period, all proposals and rating sheets will be available for public inspection at CDE, 1430 N Street, Suite 6408, Sacramento, during normal business hours.

IX. CONTRACT AWARD PROTEST PROCEDURES

If prior to the formal award, any bidder files a protest with the Department of General Services against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. Within five days after filing the protest, the protesting bidder shall file with the Department of General Services a full and complete written statement specifying the grounds for the protest. Protests shall be limited to those specified in Public Contract Code section 10345 (Attachment 6 describes the protest procedures to be followed by a bidder filing a protest).

X. RATING CRITERIA AND EVALUATION FORM

Step I, Part 1 - Adherence to Proposal Requirements

(Rated on a Yes/No basis)

- ___ 1. Letter of Intent received by 10:00 a.m., May 16, 2003.
- ___ 2. One original and ten copies of the technical proposal submitted.
- ___ 3. The proposal has a cover letter signed by an authorized representative.
- ___ 4. Cost/price bid information submitted in a separate, sealed envelope.
- ___ 5. Required forms submitted with each copy of the technical proposal:
 - ___ Nondiscrimination Compliance Statement (Attachment 1) completed with original signatures on each copy.
 - ___ Small Business Preference Sheet (Attachment 2) completed and a copy of the certification letter included if the preference is being claimed or date of application indicated if not yet certified.
 - ___ Disabled Veteran Business Enterprise (DVBE) Participation Goals (Attachment A) must include:
 - ___ Compliance with DVBE Goals (Attachment 3A)
 - ___ Summary of DVBE Participation (percents only; Attachment 3B)
 - ___ Documentation of Good Faith Efforts (Attachment 3C)
 - ___ Certification Letters
 - ___ Commitment Letters (dollar amounts redacted)
 - ___ CDE Contracts Office has determined compliance with DVBE Participation Goals
 - ___ Certification Regarding Provision of Drug-Free Workplace (Attachment 4)
 - ___ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required for federally funded contracts; Attachment 7)
- ___ 6. Technical Proposal presented in the format required by the RFP and included all required sections, i.e., double-spaced with one inch margins, in no smaller than 12-point font, not exceeding 30 pages in length (30-page limit does not include the required attachments, examples of related experience, resumes, and references).

___7. Materials and/or descriptions listed below including:

- ___a. A current organization chart indicating staff by name, that would be assigned to this project and the amount of time devoted to each task, list of responsibilities and approval authority.
- ___b. Resumes or curricula vitae for key personnel.
- ___c. Three copies of five different work samples
- ___d. Five client references
- ___e. General approach
- ___f. Comprehensive work plan
- ___g. Internal communications strategy
- ___h. Statement that the bidder understands and will comply with the RFP provision that all materials and documents developed are CDE property, and that the bidder will secure written permission from CDE to use any of these materials during or subsequent to the contract period for purposes other than contract completion (statement is to be an attachment to the proposal).
- ___i. If applicable, letters of commitment from proposed subcontractors.

Step I, Part 2 – Minimum Qualifications

(Rated on a Yes/No basis)

Did bidder show clear evidence of meeting the following conditions?

- ___ 1. The bidder must show clear evidence of:
 - a) A minimum of three years of recent experience in the development and management of projects similar in subject, scope, and size to that described in this RFP (one year of which must be within the last three years).
 - b) A minimum of three years of recent organizational experience in successful fundraising efforts. (“Successful fundraising efforts” is defined here as having raised \$1,000,000 minimum over a period of three consecutive years.)
 - c) A minimum of three years of recent organizational experience building and maintaining community collaborative efforts.
 - d) Minimum of three years of experience in leading and directing after school programs for children and youth K-12;
 - e) Knowledge of and familiarity with the California public school system.
- ___ 2. The project manager assigned to this project must demonstrate a minimum of three years of recent experience in managing similar projects of comparable size and scope.

Step I, Part 3 – Performance Evaluation

A panel will review the proposals on the criteria listed below. The proposal score will be based on the adequacy and thoroughness of responses to the RFP requirements. Any proposal receiving less than a 90-point rating (out of a possible 100 points) will be rejected.

1. Understanding the Project (5 points)

- Degree of understanding of the purpose and scope of the project demonstrated by the bidder. (5 points)

2. Technical Quality of Comprehensive Work Plan (45 points)

- Clarity and feasibility of Work Plan in response to the requirements of the RFP (37 points)
 - Consider:
 - Degree to which the plan expands the capacity of the Statewide System of Field Support;
 - Degree to which plan integrates California AfterSchool Partnership organizations, Regional Leads, and Regional Learning Centers to provide seamless system of regionalized support, (i.e., creating synergy among the branches of the Statewide System of Field Support);
 - Scope, appropriateness, and variety of services and training/support methodologies proposed;
 - Quality of content and methods proposed for sustainability support and training;
 - Quality of content and methods proposed for improving after school programming and operations;
 - Plans for providing leadership to and expansion of the Regional Learning Centers Initiative, and its role in providing training and technical assistance;
 - Plans for supporting establishment of Learning Community to train and provide professional development opportunities for Regional Leads;
 - Plans for building support for before and after school programs through peer-to-peer strategies targeting principals and superintendents;
 - Quality and feasibility of the strategy for statewide sustainability of the 21st CCLC program grantees beyond the initial five-year grant funding;
 - Quality and feasibility of a fundraising strategy and plan to supplement financial support for statewide technical assistance;
 - Efficiency and effectiveness of proposed timeline and staffing plan;

- Degree to which plan effectively incorporates and satisfies all of the required Benchmarks;
 - Degree to which plan integrates with ongoing provision of technical assistance to state-funded After School Education and Safety Program grantees
- Familiarity with conceptual, methodological, or practical problems/issues surrounding the project and the proposed ways to address these issues (8 points)
- 3. Adequacy of Management Staffing Plan (10 points)
 - Quality of management and staffing plan and degree to which it ensures the efficient operation of the project (5 points)
 - Quality and appropriateness of organizational plan and the extent to which it reflects adequate time commitment to each task and correlates proposed assignments with past experience (5 points)
- 4. Organizational Experience and Expertise of Proposed Staff (20 points)
 - Expertise in the fields of education and after school programming (10 points)
 - Consider:
 - Expertise in the design and provision of technical assistance and support for K-12 educational/instructional programs
 - Expertise in the design and provision of educational enrichment opportunities to complement the core academic subjects for K-12 students
 - Expertise in or familiarity with family literacy services
 - Experience planning and coordinating training and technical assistance on a statewide basis
 - Expertise in the provision of technical support and training to support development and maintenance of collaborative efforts between schools and community organizations, public and private entities (10 points)
 - Consider:
 - Experience developing, participating in, maintaining collaborative partnerships involving schools, community organizations, public and private entities
 - Capacity to support the cultural and ethnic diversity characteristic of the public school system in California
 - Plan for involving partners of the California AfterSchool Partnership in Statewide System of Field Support and provision of direct technical assistance and training to 21st CLC grantees
 - Plan for integrating this work with ongoing provision of technical assistance that supports state-funded After School and Education program grantees.
- 5. Adequacy of proposed internal communications strategy (10 points)
 - Consider:
 - Effective and efficient representation of all stakeholders
 - Periodic assessments ensure ongoing improvement

6. Previous Work and References (10 points)
 - Quality of samples of previous work (5 points)
 - Strength of references concerning projects of a similar nature and scope (5 points)

RFP Attachments

to the

RFP for Provision of Technical Assistance to
Support the
California 21st Century Community Learning Center
Program Grantees

Attachment 8

Letter of Intent to Apply/Bid for
Contract to Provide Technical Assistance
For the 21st Century Community Learning Centers Program
Due to CDE by 10 a.m., **May 16, 2003**

After careful review of this Request for Proposal, you must submit this Letter of Intent by **May 16, 2003, (10 a.m.)** if you plan to submit a bid to continue in the competitive process for the contract to provide technical assistance for the 21st Century Community Learning Centers Program, as advertised in the California State Contracts Register. CDE will only accept proposals for which it has received a Letter of Intent to Apply by the deadline prescribed. The Letter of Intent to Apply provides CDE with information needed to plan for proposal review.

As there will be no Bidders Conference, you may include questions about the RFP with this Letter of Intent to Apply. CDE staff will only answer questions that are in writing and from the bidders identified by the Letters of Intent. Use appropriate letterhead and restate your fax number and email address. CDE will post on its Web site (www.cde.ca.gov/afterschool) the responses to questions submitted by all bidders who submitted a Letter of Intent. This Letter of Intent and written questions about the RFP must be received by 10 a.m. on **May 16, 2003** at:

California Department of Education
After School Partnerships Office
ATTN: Jane Ross, Consultant
1430 N Street, Suite 6408
Sacramento, CA 95814
Or
FAX: 916-319-0221

____ I/We intend to submit a competitive bid for the contract to provide Technical Assistance for the 21st Century Community Learning Centers Program by 10 a.m. on **May 30, 2003.**

Name of Firm/Organization:

Project Director and Contact:

Complete Mailing Address:

Phone #: _____ FAX #: _____

Email: _____

(Signature of Bidder or Bidder's Representative)

(Title of Bidder or Bidder's Representative)

(Date of Letter of Intent to Apply)